

**DRAFT V02 MINUTES**  
**OF THE ANNUAL MEETING OF THE COUNCIL**  
 HELD AT 7.30PM TUESDAY 28 MAY 2024  
 AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL.



**AM24.01 ELECTION OF BPC CHAIR:**

- .01 Cllr. Merritt was nominated by Cllr. Gateshill to continue as Chair of BPC for the year ahead. This nomination was seconded by Cllr. Head. There were no further nominations made. The nomination was agreed unanimously therefore it was RESOLVED that Cllr. Merritt be duly elected as Chair.
- .02 **Declaration of Acceptance of Office:** Cllr. Merritt as the duly elected Chair signed a declaration of acceptance of office.

**AM24.02 ELECTION OF A BPC VICE-CHAIR:**

Cllr. Gateshill was nominated by Cllr. Merritt to continue as Vice-Chair of BPC for the year ahead. This nomination was seconded by Cllr. Head. There were no further nominations made. The nomination was agreed unanimously therefore it was RESOLVED that Cllr. Gateshill be duly elected as Vice-Chair.

**AM24.03 MEETING GOVERNANCE**

- .01 **Attendance:** Cllr. H. Merritt (Chair)                      Cllr. R. Gill                      Cllr. A. Keohane  
                                  Cllr. R. Gateshill                      Cllr. J. Grimble                      Cllr. J. Head  
                                  Cllr. D. Robbins (7/10)  
                                  Clerk: Mrs. K. Ford.  
                                  District Cllr. MacGregor.  
                                  2 members of the public.  
**Apologies:** Cllrs. E. Harris W. Vooght & K. Benham (3/10).

- .02 **Declaration of Interests:** None declared.

- .03 **Order of Business:** No changes required.

**AM24.04 CO-OPTION**

- .01 The Chair introduced Mr James Hooper as a candidate for consideration for co-option. It was proposed by Cllr. Gill, seconded by Cllr. Robbins, that Mr. Hooper be duly elected as a councillor for BPC. This was unanimously agreed and therefore RESOLVED.
- .02 **Declaration of Acceptance of Office:** Cllr. Hooper as the duly elected candidate signed a declaration of acceptance of office as a member of BPC.

**AM24.05 BPC COMMITTEE, WORKING PARTIES & REPRESENTATIVES:**

Following consideration the following membership was unanimously agreed for the year ahead.

COMMITTEES & WORKING PARTIES

- Finance:** Cllrs. Merritt, Gateshill, Gill, Grimble, & Keohane (5 members).
- Planning:** Cllrs. Merritt, Gateshill, Gill, Grimble, Head, & Vooght (6).
- Asset Management:** Cllrs. Gateshill, Merritt, Gill, Grimble, Head, & Robbins (6)
- Strategy & Governance:** Cllrs. Merritt, Gateshill, Grimble, Keohane, & Hooper (5)

DATED:

CHAIRMAN:

**MINUTES - continued**  
FULL COUNCIL MEETING - held 28.05.24.

**Lawns Scout/Community Building Working Party:** Cllrs. Merritt, Gateshill, Grimble (3 – one more required).

**BERT (Emergency Resilience) Working Party:** Cllrs. Vooght, & Keohane (2 – other members co-opted).

**Remembrance Working Party:** Cllr. Robbins (1 – other members co-opted).

REPRESENTATIVES ON OUTSIDE GROUPS/BODIES

**Police Liaison:** Cllr. Gill.

**Teign Estuary Trail:** Cllrs. Merritt, & Cllr. Benham.

**Teign Estuary & Coastal Partnership:** Currently no representative

**Teign Harbour Consultancy Group:** Currently no representative

**Bishopsteignton Community Centre:** Cllr. H. Merritt

**Highways Liaison:** Cllrs. H. Merritt & D. Robbins

**St Johns Church Fabric Committee:** Mrs. K. Ford

**Sustainable Bishop:** Mrs. K. Ford

**Royal British Legion (Sub-branch):** To be established imminently. Will involve a small membership fee which may be reimbursed by the Parish Council.

It was suggested by Cllr. Head that all members of the council should be a member of at least one committee and a standing order is introduced which states this. Several members agreed with this suggestion. Cllr. Gill raised concern that this may put undue pressure on some councillors. The clerk clarified a standing order could be added with stated 'each member should feature on at least one committee or working party to fulfil their role as a Bishopsteignton Parish Councillor and share the workload of the council'. A proposal to add this standing order was made by Cllr. Head, this was seconded by Cllr. Robbins. It was changed by a substantive motion raised by Cllr. Gateshill that the wording be amended to 'two committees or working parties' this was seconded and voted to be the new motion by a majority of members. The new motion was RESOLVED by a vote FOR: 6, AGAINST: 1. Therefore carried. Clerk to amend BPC Standing Orders accordingly and share the information with all councillors, as several were not present.

Cllr. Gill asked why there was no representative on the Village Hall Committee, as had been included last year. The clerk reported a member from the Parish Council had not been required by the Village Hall Committee when asked but a secondary offer could be made.

**AM24.06 GOVERNANCE**

.01 **Councillor Code of Conduct:** Members reviewed the draft provided, for which the clerk confirmed there were no amendments. This was proposed for adoption with immediate effect by Cllr. Merritt, seconded by Cllr. Keohane, agreed unanimously therefore RESOLVED.

.02 **BPC Standing Orders:** Members reviewed the draft provided which included several amendments suggested by the clerk as proper officer. These were accepted and the amended version proposed by Cllr. Keohane, seconded by Cllr. Grimble, agreed unanimously therefore RESOLVED. Amendments as agreed, including the new standing order raised in minute AM24.05 to be actioned by the clerk and the new version shared with councillors and published on the BPC website.

## **MINUTES - continued**

FULL COUNCIL MEETING - held 28.05.24.

- .03 **BPC Financial Regulations:** Members reviewed the draft provided which was based on the latest model version, published by NALC in May 2024. Members considered the extension of limits requiring 3 quotations however the proper officer advised it was better to be open and transparent as possible when making purchases/appointing contractors and seeking comparable quotes was one obvious way to meet this statutory requirement. It was proposed by Cllr. Grimble that the revised Financial Regulations be adopted, this was seconded by Cllr. Keohane, agreed unanimously and therefore RESOLVED.

**THE CHAIR CLOSED THE MEETING AT 20.05**

# DRAFT MINUTES

## OF THE FULL COUNCIL MEETING

HELD AT 8PM TUESDAY 28 MAY 2024

AT BISHOPSTEIGNTON COMMUNITY CENTRE, SHUTE HILL



### 2405.01 MEETING GOVERNANCE

.01 **Attendance:** Cllr. H. Merritt (Chair) Cllr. R. Gill Cllr. W. Vooght  
Cllr. R. Gateshill Cllr. J. Grimble Cllr. J. Head  
Cllr. D. Robbins Cllr. A. Keohane Cllr. J. Hooper (8/11)  
Clerk: Mrs. K. Ford, District Cllr. MacGregor, County Cllr. Peart.  
1 members of the public.

**Apologies:** Cllrs. E. Harris, Cllr. K. Benham (2/10). PCSO S. Bunce & PC. B. Chadwick.

.02 **Declaration of Interests:** None declared.

.03 **Order of Business:** No changes required.

.04 **Ratification of Minutes:** Draft minutes of the full Parish Council meeting held at Bishopsteignton Community Centre on 15.04.24, in Luton, were considered. It was proposed and seconded that these be approved as a true and correct record. Agreed unanimously therefore **resolved to approve** and to be signed by the Chair.

### 2405.02 OFFICIAL REPORTS

.01 **Police Report:** No report had been provided. No further questions were raised for officers. Cllr. Gill reported that PCSO. Bunce is regularly patrolling the Lawns and MUGA, known recently for mild anti-social behaviour, there have been no recent incident to report.

.02 **District Councillors Report:** Cllr. MacGregor provided the following report. No further comments or questions were raised.

1. The council agreed to a 'spend to save' structure change in the management of the district. Staffing losses and retirements over the last 4-5 years have left the management structure unwieldy and lopsided. There will be a change from the current reporting structure that will see the senior leadership team give more responsibility to heads of department, with 12 heads of department reporting into the 3 Senior Leadership Team members. These will reduce the direct reporting, speed up processes and improve service provision. Some roles will be promotions from within and some will be new faces brought in from outside the council. The first step on the process was approval of the structure and financing, the next is staff consultation.
2. Cllr Chris Clarence has stepped down from chair of the council after a very positive year.
3. There is a new Beach Management Plan underway which will be looking at current beach resilience and future developments that might be needed in light of climate change. I raised this as a matter of concern as there appears to be little engagement with stakeholders.
4. Teignbridge is undertaking a review of polling places and stations across the district which takes account of changes in population, development etc both in progress and planned ahead. I suspect it will have a limited impact on Bishopsteignton.
5. There are changes to postal voting. Any form handed in at Forde House or to a polling station must be handed in, in person and a form completed. Not required for a postal vote returned via the post. A maximum 6 postal votes can be handed in by one person.
6. The planning team is to be split into two separate areas with designated teams for each area. (See enclosed picture).

DATED:

CHAIRMAN:

**Draft V1 MINUTES - continued**  
FULL COUNCIL MEETING - held 28.05.24.

7. RSPB are potentially looking at installing a path at the Ashmill Farm land, to reduce the disruption to protected species. Discussions with TDC will be over linking the path to Broadmeadow playing fields for public access. Still in very early stages.
8. The Lido is due to open over the weekend. Repairs and preparation have been carried out.
9. The next six weeks are going to be hectic following the announcement of a General Election on Wednesday 22nd May for 4th July. Council work will continue.
10. Just to remind everyone that hasn't already applied, the Councillor Community fund has been refreshed and some already allocated. If you want funds please place as soon as possible.

.03 **County Councillors Report:** Cllr. Peart provided the following report. No further comments or questions were raised.

Eco- schemes have twin aims in fight against global warming.

The Tackling Climate Change- Flood Prevention Project { TCC }, pioneered by Climate Vision and involving residents, farmers, businesses, and government authorities has reached a significant milestone combining climate resilience with sustainable agriculture.

Luci Isaacson, director of Climate Vision, said Soil testing has revealed this innovative trial project has sequestered 17.84 tonnes of carbon in one year [13%] a significant leap from the [0.5%] increase that was expected in year one, providing ground – breaking insights into a net zero future, while tackling flooding, soil health and sustainable farming, practices.

The Government recognise how private investment can help fund a range of what is known as ecosystem services such as flood management and providing for bees – here we can provide evidence and data to support that pathway, while inspiring local firms to actively work on reducing their environmental footprint.

Tregoad Holiday Park, near Looe, invested £2,500 to sow herbal ley seeds at Higher Kestle Farm, St Ewe, which germinated in the drought of 2022. Herbal ley with its deep roots, brings numerous benefits – mitigating flooding by holding rainfall in its growth while enhancing soil and animal health.

The project has been supported by the UK Government through the UK Shared Prosperity Fund. With climate change forecast to bring warmer, wetter, winters, along with an increased risk of localised intense summer rainfall, this project aims to demonstrate how a whole catchment-based approach can support community resilience.

Farmers are already committed to supporting the scheme to help ensure land management practices reduce run- off.

### **2405.03 FINANCE**

.01 **Payments:** It was proposed and seconded, agreed unanimously, and therefore RESOLVED that payments transacted by the clerk across the period 10.04.24 to 22.05.24, be approved retrospectively.

.02 **Financial Statement:**

- a. A virement report for 01.04.24 which had been circulated to members prior to the meeting was considered.
- b. A financial statement for the period ending 30.04.24 was NOTED by members and signed by the Chair. Clerk to publish these on the BPC website.

.03 **Annual Governance & Accountability Return:**

- a. Internal Audit, page 3: This was NOTED with no queries.
- b. Accounting Statement for 2023-24 (Section 2, page 5): It was proposed and seconded that this be approved as a true and correct record and it be signed by the chair and submitted to the external auditor, PKF Littlejohn LLP. Unanimously agreed therefore RESOLVED.

- .04 **BPC Grant:** Members reviewed an application for funds for Bishopsteignton Healthy Living Group, to provide a thank you event for volunteers. Clerk instructed to transfer grant as awarded.

#### **2405.04 COUNCIL STRATEGY & GOVERNANCE**

- .01 **Policy Review:** The following policies were reviewed by the council.
- a. BPC Publication Scheme (P020) – existing policy, updated.
  - b. Risk Assessment Schedule (P.014) – revised schedule, no updates required.
- Several amendments on both policies were discussed and agreed. It was proposed, seconded and RESOLVED to adopt both policies with immediate effect. The Clerk to upload to the website.

#### **2405.05 MEMBERS REPORTS**

- .01 No written reports were provided by members.
- .02 Cllr. Keohane gave a verbal report having recently attended a Bishopsteignton Twinning event, held during the visit of friends from La Roche Maurice, France. IT was a successful event and BPC were thanked for the grant awarded in April.
- 03 Cllr. Merritt informed members he will be attending one of the face-to-face Teignbridge Town & Parish Planning Forum sessions on offer in June. Another member is welcome to attend. To be discussed further by the BPC Planning committee at its meeting to be held 03.06.24.

#### **2405.06 CLERKS REPORT:** The report of all ongoing BPC business and activity was provided to members and the public prior to this meeting. The following further matters were raised by the clerk:

- .01 **Bishops Avenue Railings Insurance Claim:** Following ongoing queries & conversation with the claim handlers the claim has been approved. Awaiting agreed payout of £2.700. The Asset Management Committee can now consider next steps to replace the damaged railings, to be discussed at its meeting to be held 10.06.24.
- .02 **D-Day 80<sup>th</sup> Anniversary:** The clerk reported a team of volunteers have come forward and wish to light the beacon inline with the national process. Consultation with landowners, a risk assessment and other organisation is ongoing to ensure this can happen. Members expressed their thanks on behalf of the community.
- .03 **BPC Representative at the Local Plan Review Hearing:** Members were reminded of the upcoming review hearing with HM Planning Inspectorate appointed independent examiner and that BPC can send a representative to the hearing. To be considered further by the BPC Planning Committee at its meeting to be held 03.06.24.

#### **2405.07 PUBLIC PARTICIPATION:**

Mrs. Cawthraw stressed further concerns over the lack of action from Teignbridge District Council regarding the amendment or removal of the covenant for building on The Lawns. A meeting had been arranged with MP. Anne-Marie Morris, for the clerk to attend also, however this is now cancelled due to general election purdah. Mrs. Cawthraw has been promised by Cllr. Wrigley that the matter can be resolved but he was not prepared to put this in writing.

**THE CHAIR CLOSED THE MEETING AT 21.13**



📞 101 Non Emergency SignLive Non Emergency (BSL video relay)  
📞 999 Emergency 📞 Non Emergency Text 67101 (Deaf only)  
🌐 dc.police.uk 📱 999 BSL Emergency (BSL video relay)  
🌐 dc.police.uk/webchat 📱 Text 999 (Deaf only - must pre-register at www.emergencysms.org.uk)

## Neighbourhood Police Report

### Bishopsteignton Parish Council Meeting

Monday 8<sup>th</sup> July 2024.

The Parish of Bishopsteignton is served by the Neighbourhood Police team working out of Teignmouth Police station.

This area is part of the Coastal and Rural sector and has the beat code. JG3J

The team is led by Inspector Sean Roper who is the sector inspector, Sergeant Maddy Williams is the Neighbourhood Team Leader.

PC Ben Chadwick is the Neighbourhood Beat Manager and PCSO Saul Bunce are your local neighbourhood police team.

In the period, **1<sup>st</sup> May 2024 to the 31<sup>st</sup> of May 2024**, there were 8 recorded offences in the Bishopsteignton area, made to the Police.

Criminal Damage (vehicle) 1

Public safety (armed with shot gun) 1

Fraud / forgery 1

Assault 1

Criminal Damage 1

Violence less serious 2

ASB Nuisance 1

N.B. We have excluded domestic related crimes from this report.

For 29 July 2024

1. SW Water and the Environment Agency attended meetings at the council – scrutiny, and planning. In both instances, they received robust enquiries from both me as well as Cllr Clarence of Shaldon over continued and increasing leaks and discharges into the Teign Estuary amongst a whole list of other failures. Questions in writing have been lodged and we are told we should receive answers in due course.
2. No doubt everyone is aware that the leader of TDC Cllr Wrigley has been elected as MP for Newton Abbot. He is stepping down as leader on the 30th July 2024.
3. Queen Street work still continues and is causing some difficulty and lots of inconvenience for shoppers and businesses. Some are closing, some have revised hours. Anyone going to shop in NA in Queen Street would be advised to check the shop they are heading for is open as plenty of trip hazards have arisen as a result of the work and parking is almost impossible there.
4. We have a new Labour Govt, but for the time being little has changed in respect of the funding for TDC and a business plan was submitted on the 19th July to the Dept for Local Govt Housing and Communities ( albeit a previous Govt initiative ).
5. The Health Centre planned for the centre of Teignmouth is not proceeding. This may impact on the recruitment of GPs and other staff for the practices in Teignmouth which also impacts potentially on the remote location in Bishopsteignton. Questions have been lodged regarding this unfortunate decision.
6. It reduces a projected budget balance though by up to almost £1m and makes finding a list of ways to fill a projected budget black hole more difficult.
7. As the Local Plan has been submitted, some policies from it are being weighed up in planning decisions currently, so we may see decisions progressing that wouldn't have otherwise gotten through. The LP is still in examination stage with the Planning Inspectorate before evidence and witness statements are taken.
8. Teign Estuary Trail efforts continue, but Henry best placed to detail the progress.

*Andrew MacGregor*

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)



**Annual Public Health Report - Health in an aging Devon.**

Devon has an older population and a faster older population growth than the UK average.

Over the next 20 years the predicted proportion of those aged 75 and over living in Devon will increase from 13.7% this year to 18.4% by 2043. This population change, says the report, and that people are spending more years in ill – health, poses challenges in relation to the health and, wellbeing and quality of life for all of us. Coupled with a reduction in the birth rate in the future, means that the ratio of younger people to older people will also reduce. This will also inevitably affect our frontline workforce and carers, both paid and unpaid. Currently, across Devon there are just over two working – aged people to one older person. By 2043, we expect this to reduce to 1.7 working-age people to one older person- this will have a detrimental effect on the prosperity (who pays for the pensions for older people. The average life expectancy across Devon is 85 and 87 years [male and female] respectively with healthy life expectancy being about 77 and 79 – this shows that people in Devon are on average living around a decade in poorer health and no significant improvement has been seen over the last decade.

The report indicates that ultimately, the scale of the challenge associated with an increase in older adults living in poor health will depend upon the actions we all take now. Staying active physically, mentally and socially are important things we can do.

**Devon Highways Report on Methyl methacrylate [MMA].**

MMA is a Cold Applied Materials for a bulk of road marking schemes across the county. To support the advance in material technology, a state-of-the-art road marking machine is now operational on Devon's highway network. It's the first of its kind in the UK, with less than 5 operational worldwide, the advancement in road marking delivery is truly world class. This groundbreaking technology presents many benefits, notably an impressive 86% reduction in CO2e emissions compared to conventional delivery methods. By bolstering durability, it will effectively reduce disruption on the network and making a significant 17% whole life cost saving over a 10-year investment period.

Cllr. Ron Peart  
24/07/234

# Bishopsteignton Parish Council

PAYMENTS LIST For the period 25 May to 23 July 2024 (FY 2024-2025)

VN	Code	Date	Description	Supplier	Net	VAT	Total
53	Small Gardens Contract	30/05/2024	Small Gardens expenses	Kirstyn Watson	37.99		37.99
54	Net Salary	30/05/2024	Clerks Salary	Mrs. K Ford	1,703.49		1,703.49
55	Employee Tax	30/05/2024	Tax & NICs	HMRC	220.80		220.80
55	Employee NIC	30/05/2024	Tax & NICs	HMRC	88.37		88.37
55	Employer NIC	30/05/2024	Tax & NICs	HMRC	192.45		192.45
56	Street Furniture Maintenance Reserve	30/05/2024	General Maintenance - See description	Black Swan Printers Ltd	80.00	16.00	96.00
57	Employee Pension	30/05/2024	Pension Contributions	DCC Pension Fund	139.92		139.92
57	Employer Pension	30/05/2024	Pension Contributions	DCC Pension Fund	471.42		471.42
58	Grant Awards 24-25	30/05/2024	Grant	Bishopsteignton HLG	100.00		100.00
59	Lawns: Toilets & MUGA - Cleaning & Maint.	01/06/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
59	Fore St Toilets - Cleaning & Maint.	01/06/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
60	IT General Use	01/06/2024	Email hosting	Very Good Email Co	13.00	2.60	15.60
61	IT General Use	01/06/2024	Website hosting	Dot Combo Ltd	50.00		50.00
62	Burial Ground	03/06/2024	Burial Records Admin	Melanie DEEKS	300.00		300.00
63	Street Furniture Maintenance Reserve	03/06/2024	Noticeboards	John Parkes	209.93		209.93
64	Playground Reserve	06/06/2024	Playground Maintenance	HUCK Nets UK Ltd	79.16	15.83	94.99
65	D-Day 80th Anniversary	07/06/2024	Expenses	James Day	46.17		46.17
66	Lawns Toilets & MUGA - Utilities	10/06/2024	Utilities	South West Water Ltd	25.26		25.26
67	Fore St Toilets - Utilities	11/06/2024	Utilities	British Gas	29.47	1.47	30.94
68	Admin Costs	12/06/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
69	Lawns Toilets & MUGA - Utilities	14/06/2024	Utilities	Octopus	13.93		13.93
70	Burial Ground	17/06/2024	Greenspaces Contract	BGS Ltd	534.00	106.80	640.80
70	Green Spaces Contract	17/06/2024	Greenspaces Contract	BGS Ltd	695.00	139.00	834.00
70	P3	17/06/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
70	St John's Churchyard	17/06/2024	Greenspaces Contract	BGS Ltd	417.00	83.40	500.40
71	BCC Rent & service charge	17/06/2024	Office Rent	Bishop CC	237.20		237.20
72	Net Salary	24/06/2024	Clerks Salary	Mrs. K Ford	1,703.49		1,703.49
73	Employer Pension	24/06/2024	Pension Contributions	DCC Pension Fund	471.42		471.42
73	Employee Pension	24/06/2024	Pension Contributions	DCC Pension Fund	139.92		139.92
74	Employee NIC	24/06/2024	Tax & NICs	HMRC	88.37		88.37
74	Employee Tax	24/06/2024	Tax & NICs	HMRC	220.80		220.80
74	Employer NIC	24/06/2024	Tax & NICs	HMRC	192.45		192.45
75	Fore St Toilets - Cleaning & Maint.	01/07/2024	Toilet Cleaning Contract	P. Walton	257.50		257.50
75	Lawns: Toilets & MUGA - Cleaning & Maint.	01/07/2024	Toilet Cleaning Contract	P. Walton	171.67		171.67
76	IT General Use	01/07/2024	Website hosting	Dot Combo Ltd	50.00		50.00
77	IT General Use	01/07/2024	Admin/IT	Very Good Email Co	13.00	2.60	15.60
78	Fore St Toilets - Utilities	10/07/2024	Utilities	British Gas	29.80	1.49	31.29
79	Street Furniture Maintenance Reserve	11/07/2024	Benches: Material	Bradford Building Supplii	38.45	7.69	46.14
80	Street Furniture Maintenance Reserve	11/07/2024	Street Furniture Maintenance	J. Parkes	116.27		116.27
81	Burial Ground	11/07/2024	Burial Records Admin	MJD Admin Services	225.00		225.00
82	Small Gardens Contract	11/07/2024	Gardening Services	Miss Moffat's Gardening	403.70		403.70
83	Tidy Village (Weeding)	11/07/2024	General Maintenance - See description	BGS Ltd	90.00	18.00	108.00
84	Admin Costs	12/07/2024	BPC Mobile Phone contract	EE	17.00	3.40	20.40
85	Bishops Ave Car Parks: Reserve	12/07/2024	Bishops Avenue Car Park	SM Engineering SW Ltd	2,275.00	455.00	2,730.00
86	Burial Ground	15/07/2024	Greenspaces Contract	BGS Ltd	534.00	106.80	640.80
86	P3	15/07/2024	Greenspaces Contract	BGS Ltd	50.00	10.00	60.00
86	Green Spaces Contract	15/07/2024	Greenspaces Contract	BGS Ltd	695.00	139.00	834.00
86	St John's Churchyard	15/07/2024	Greenspaces Contract	BGS Ltd	417.00	83.40	500.40
87	BCC Rent & service charge	15/07/2024	Office Rent	Bishop CC	237.20		237.20
88	Admin Costs	23/07/2024	Admin/IT	Amazon	26.47	5.30	31.77
89	Burial Ground	23/07/2024	Burial Records Admin	Melanie DEEKS	320.00		320.00
90	Lawns Toilets & MUGA - Utilities	16/07/2024	Utilities	Octopus	12.84	0.64	13.48
91	Admin Costs	23/07/2024	Clerks Expenses - See description	Mrs. K Ford	9.80		9.80
91	Admin Costs	23/07/2024	Clerks Expenses - See description	Mrs. K Ford	22.32		22.32
91	Lawns: Toilets & MUGA - Cleaning & Maint.	23/07/2024	Clerks Expenses - See description	Mrs. K Ford	35.68	2.94	38.62
91	IT General Use	23/07/2024	Clerks Expenses - See description	Mrs. K Ford	31.66		31.66
<b>Total</b>					<b>1,214.76</b>	<b>16,291.30</b>	

On behalf of Bishopsteignton Parish Council, I approve the debts detailed above which were paid from Bishopsteignton Parish Council funds, that these transactions were carried out by the Clerk & RFO to the Council, in accordance with previous resolutions and obligations of Bishopsteignton Parish Council.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME & ROLE \_\_\_\_\_



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 31.05.24

### 1. BALANCES

<b>Bank Balance at 31.05.24</b>	<b>178229.24</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below, less burial account charge)	<b>163798.26</b>	91.9% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE</b> <b>/UNRESTRICTED FUNDS</b> (Aim to hold 3 months worth of regular expenditure)	<b>14430.98</b>	8.1% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

<b>Burial Account</b>	98962.75	Bishopsteignton Cemetery use only
<b>Staff costs</b>	9692.25	Staff salary, Employer NI & Pension contributions
<b>Administration costs</b>	10688.78	Includes all office & admin cost
<b>Asset Management</b>	23937.84	Includes budgets & reserves for management of all assets
<b>Agency Grants</b>	-135.90	P3 grant (Parish Pathway Partnership with DCC)
<b>BERT/Emergency Resilience</b>	892.34	
<b>Grant Awarding Funds</b>	-350.00	Under GPC of Localism Act 2011
<b>Monies held in Trust</b>	463.65	Bishopsteignton Luncheon Club
<b>Community Infrastructure Levy</b>	26974.42	Spend must meet criteria, deadlines for spend
<b>Section 106 Balance</b>	0.00	Balance of monies claimed/spend to be claimed
<b>2021 Climate Action Grant</b>	3204.41	Climate action projects
<b>2020 TE&amp;CP Grant</b>	119.70	For litter-picking the Estuary Foreshore
<b>VAT</b>	<b>-8447.48</b>	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>166002.76</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 29.07.24

# Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/05/2024</b>			
	Cash in Hand 01/04/2024			154,767.42
	<b>ADD</b> Receipts 01/04/2024 - 31/05/2024			48,417.85
				203,185.27
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/05/2024			24,956.03
<b>A</b>	<b>Cash in Hand 31/05/2024</b> (per Cash Book)			<b>178,229.24</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/05/2024	0.00	
	Current Lloyds TSB Treasury	31/05/2024	127,496.03	
	Lloyds Premier	31/05/2024	50,733.21	
				<b>178,229.24</b>
	Less unrepresented payments			
				178,229.24
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>178,229.24</b>
	<b>A = B Checks out OK</b>			

# Bishopsteignton Parish Council

3 June 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Lawns: Toilets & MUGA - Clea	01/05/2024		Current Lloyds TSB 1		Toilet Cleaning Contract	P. Walton	X	171.67		171.67
37	Fore St Toilets - Cleaning & Mi	01/05/2024		Current Lloyds TSB 1		Toilet Cleaning Contract	P. Walton	X	257.50		257.50
											<b>429.17</b>
38	IT General Use	01/05/2024		Current Lloyds TSB 1		Email hosting	Very Good Email Co	S	13.00	2.60	15.60
											<b>15.60</b>
39	IT General Use	01/05/2024		Current Lloyds TSB 1		Website hosting	Dot Combo Ltd	X	50.00		50.00
											<b>50.00</b>
40	Playground Reserve	07/05/2024		Current Lloyds TSB 1		Playground Maintenance	Teign Valley Fencing	X	160.00		160.00
											<b>160.00</b>
41	St John's Churchyard	07/05/2024		Current Lloyds TSB 1		General Maintenance - See des	Odds Sods n Jobs	X	1,190.00		1,190.00
											<b>1,190.00</b>
42	Fore St Toilets - Cleaning & Mi	07/05/2024		Current Lloyds TSB 1		General Maintenance - See des	P. Walton	X	25.00		25.00
42	Lawns: Toilets & MUGA - Clea	07/05/2024		Current Lloyds TSB 1		General Maintenance - See des	P. Walton	X	25.00		25.00
42	Lawns Swap Shed	07/05/2024		Current Lloyds TSB 1		General Maintenance - See des	P. Walton	X	25.00		25.00
											<b>75.00</b>
43	Green Spaces Contract	07/05/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	40.00	8.00	48.00
43	Burial Ground	07/05/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	26.00	5.20	31.20
43	St John's Churchyard	07/05/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	14.00	2.80	16.80
											<b>96.00</b>
44	Admin Costs	13/05/2024		Current Lloyds TSB 1		BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
											<b>20.40</b>
45	Fore St Toilets - Utilities	13/05/2024		Current Lloyds TSB 1		Utilities	British Gas	L	31.09	1.55	32.64
											<b>32.64</b>
46	Fore St Toilets - Utilities	14/05/2024		Current Lloyds TSB 1		Utilities	Everflow Ltd	X	50.35		50.35
											<b>50.35</b>
47	BCC Rent & service charge	15/05/2024		Current Lloyds TSB 1		Office Rent	Bishop CC	X	237.20		237.20
											<b>237.20</b>
48	Lawns Toilets & MUGA - Utilitie	15/05/2024		Current Lloyds TSB 1		Utilities	Octopus	L	12.84	0.64	13.48
											<b>13.48</b>
49	Tidy Village (Weeding)	16/05/2024		Current Lloyds TSB 1		Gardening Services	D. Ewing	X	42.91		42.91
											<b>42.91</b>
50	Insurance	17/05/2024		Current Lloyds TSB 1		Insurance	Zurich Munciple	X	2,452.35		2,452.35
											<b>2,452.35</b>
51	St John's Churchyard	21/05/2024		Current Lloyds TSB 1		St Johns Churchyard Memorial	Memsafe	S	1,627.35	325.47	1,952.82
											<b>1,952.82</b>
52	Burial Ground	22/05/2024		Current Lloyds TSB 1		reservation plot marker	Williams & Triggs	S	37.50	7.50	45.00
											<b>45.00</b>
53	Small Gardens Contract	30/05/2024		Current Lloyds TSB 1		Small Gardens expenses	Kirstyn Watson	X	37.99		37.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											<b>37.99</b>
54	Net Salary	30/05/2024		Current Lloyds TSB 1		Clerks Salary	Mrs. K Ford	X	1,703.49		1,703.49
											<b>1,703.49</b>
55	Employee Tax	30/05/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	220.80		220.80
55	Employee NIC	30/05/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	88.37		88.37
55	Employer NIC	30/05/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	192.45		192.45
											<b>501.62</b>
56	Street Furniture Maintenance R	30/05/2024		Current Lloyds TSB 1		General Maintenance - See des	Black Swan Printers (Dawli	S	80.00	16.00	96.00
											<b>96.00</b>
57	Employee Pension	30/05/2024		Current Lloyds TSB 1		Pension Contributions	DCC Pension Fund	X	139.92		139.92
57	Employer Pension	30/05/2024		Current Lloyds TSB 1		Pension Contributions	DCC Pension Fund	X	471.42		471.42
											<b>611.34</b>
58	Grant Awards 24-25	30/05/2024		Current Lloyds TSB 1		Grant	Bishopsteignton HLG	X	100.00		100.00
											<b>100.00</b>
<b>Total</b>									<b>9,540.20</b>	<b>373.16</b>	<b>9,913.36</b>

# Bishopsteignton Parish Council

3 June 2024 (2024-2025)

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
9	Burial Ground	03/05/2024		Current Lloyds TSB T		Cemetery Fees	A. THORNELLY	X	1,000.00		1,000.00
											<b>1,000.00</b>
10	Unrestricted Reserves & Contin	09/05/2024		Lloyds Premier		Bank Interest	Lloyds	X	54.15		54.15
											<b>54.15</b>
11	Burial Ground	13/05/2024		Current Lloyds TSB T		Cemetery Fees	Williams & Triggs	X	60.00		60.00
											<b>60.00</b>
12	MUGA Income & Resurfacing R	13/05/2024		Current Lloyds TSB T		MUGA Hire - Netball	Chudleigh Canons	S	70.00	14.00	84.00
12	MUGA Income & Resurfacing R	13/05/2024		Current Lloyds TSB T		MUGA Hire - Netball	Chudleigh Canons	Z	45.00		45.00
											<b>129.00</b>
13	Burial Ground	16/05/2024		Current Lloyds TSB T		Cemetery Fees	J. H. Way FD	X	1,000.00		1,000.00
13	Burial Ground	16/05/2024		Current Lloyds TSB T		Cemetery Fees	J. H. Way FD	X	430.00		430.00
											<b>1,430.00</b>
14	Burial Ground	16/05/2024		Current Lloyds TSB T		Cemetery Fees	Lynne LAWRIE	X	300.00		300.00
											<b>300.00</b>
15	Bishops Ave Car Parks: Reserve	30/05/2024		Current Lloyds TSB T		Insurance Claim	Zurich Municiple	X	2,700.00		2,700.00
											<b>2,700.00</b>
<b>Total</b>									<b>5,659.15</b>	<b>14.00</b>	<b>5,673.15</b>

Bishopsteignton Parish Council  
 The Community Centre  
 Shute Hill  
 Bishopsteignton  
 United Kingdom  
 TQ14 9QL

Your Account

**Sort Code** 30-96-06  
**Account Number** 02377021

TREASURERS ACCOUNT

01 May 2024 to 31 May 2024

<b>Money In</b>	£5,619.00	<b>Balance on 01 May 2024</b>	£131,361.22
<b>Money Out</b>	£9,913.36	<b>Balance on 31 May 2024</b>	£127,496.03

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 May 24	P. WALTON	SO		429.17	131,361.22
01 May 24	VERY GOOD EMAIL CO	SO		15.60	131,345.62
01 May 24	JAMES C HOOPER	SO		50.00	131,295.62
03 May 24	THORNALLEY A EROB THORNALLEY	FPI	1,000.00		132,295.62
07 May 24	JAMES THEW 100000001340824537 BPC	FPO		160.00	132,135.62
07 May 24	J R C MANESTER 200000001340079181 INV164	FPO		1,190.00	130,945.62
07 May 24	P. WALTON 300000001347516864 BPC	FPO		75.00	130,870.62
07 May 24	BGS 200000001340082202 0594 BPC MAY BAL. 308467 10	FPO		96.00	130,774.62
13 May 24	EE LIMITED Q05317662518532347	DD		20.40	130,754.22
13 May 24	BRITISH GAS BUSINE 603780315180123000	DD		32.64	130,721.58
13 May 24	WILLIAMS & TRIGGS JACKHIRSTMEMORIAL	FPI	60.00		130,781.58
13 May 24	CANNONS NETBALL TE CHUDLEIGH CANNONS	FPI	129.00		130,910.58
14 May 24	EVERFLOW LIMITED EFW014282	DD		50.35	130,860.23
15 May 24	BISHOP COMM CENTRE	SO		237.20	130,623.03
15 May 24	OCTOPUS ENERGY A- E1E6C5FB-002	DD		13.48	130,609.55
16 May 24	D H EWING 200000001345018030	FPO		42.91	130,566.64

(Continued on next page)



TREASURERS ACCOUNT

Sort Code 30-96-06  
Account Number 02377021

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 May 24	CHEQUE DEPOSIT LOYD 19-20 WELLING	DEP	1,730.00		132,296.64
17 May 24	ZURICH INSURANCE 200000001345708446 3699862	FPO		2,452.35	129,844.29
21 May 24	MEMSAFE 500000001351860083 4110	FPO		1,952.82	127,891.47
22 May 24	WILLIAMS & TRIGGS 100000001349223400 INV 14162	FPO		45.00	127,846.47
30 May 24	ZURICH INS/RECS 27240066147	FPI	2,700.00		130,546.47
30 May 24	KIRSTYN WATSON 200000001353187590 BPC	FPO		37.99	130,508.48
30 May 24	KIM FORD 200000001353190549 SALARY	FPO		1,703.49	128,804.99
30 May 24	HMRC - ACCOUNTS OF 400000001362035674	FPO		501.62	128,303.37
30 May 24	BLACK SWAN PRINTER 400000001362037278 INV.	FPO		96.00	128,207.37
30 May 24	DCC PENSION FUND 300000001360626347 00384	FPO		611.34	127,596.03
30 May 24	BISHOPSTEIGNTON HE 400000001362040255 BPC	FPO		100.00	127,496.03

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Transaction Date	Sort Code	Account Number	Transaction Description	Credit Amount	Balance at 31.05.24
09/05/2024	30-96-06	7735872	INTEREST (GROSS)	54.15	<b>50733.21</b>
09/04/2024	30-96-06	7735872	INTEREST (GROSS)	52.29	50679.06
11/03/2024	30-96-06	7735872	INTEREST (GROSS)	55.84	50626.77
09/02/2024	30-96-06	7735872	INTEREST (GROSS)	55.77	50570.93
09/01/2024	30-96-06	7735872	INTEREST (GROSS)	52.12	50515.16
09/12/2023	30-96-06	7735872	INTEREST (GROSS)	57.45	50463.04
09/11/2023	30-96-06	7735872	INTEREST (GROSS)	55.59	50405.59
09/10/2023	30-96-06	7735872	INTEREST (GROSS)	46.31	50350.00
11/09/2023	30-96-06	7735872	INTEREST (GROSS)	46.95	50303.69
09/08/2023	30-96-06	7735872	INTEREST (GROSS)	37.15	50256.74
10/07/2023	30-96-06	7735872	INTEREST (GROSS)	34.10	50219.59
09/06/2023	30-96-06	7735872	INTEREST (GROSS)	31.95	50185.49
09/05/2023	30-96-06	7735872	INTEREST (GROSS)	28.50	50153.54
11/04/2023	30-96-06	7735872	INTEREST (GROSS)	31.70	50125.04
BALANCE B/F at 01.04.23					50093.34



# BISHOPSTEIGNTON PARISH COUNCIL

## FINANCIAL STATEMENT At 30.06.24

### 1. BALANCES

<b>Bank Balance at 30.06.24</b>	<b>173608.89</b>	as bank reconciliation on page 2
<b>of which Restricted/Earmarked Funds</b> (detailed below, less burial account charge)	<b>159120.09</b>	91.7% of Bank balance
<b>CONTINGENCY BALANCE AVAILABLE /UNRESTRICTED FUNDS</b> (Aim to hold 3 months worth of regular expenditure)	<b>14488.80</b>	8.3% of Bank balance

### 2. RESERVES - Restricted/Earmarked Funds

<b>Burial Account</b>	99128.75	Bishopsteignton Cemetery use only
<b>Staff costs</b>	6875.80	Staff salary, Employer NI & Pension contributions
<b>Administration costs</b>	10325.41	Includes all office & admin cost
<b>Asset Management</b>	22542.30	Includes budgets & reserves for management of all assets
<b>Agency Grants</b>	-185.90	P3 grant (Parish Pathway Partnership with DCC)
<b>BERT/Emergency Resilience</b>	892.34	
<b>Grant Awarding Funds</b>	-206.31	Under GPC of Localism Act 2011
<b>Monies held in Trust</b>	463.65	Bishopsteignton Luncheon Club
<b>Community Infrastructure Levy</b>	26974.42	Spend must meet criteria, deadlines for spend
<b>Section 106 Balance</b>	0.00	Balance of monies claimed/spend to be claimed
<b>2021 Climate Action Grant</b>	3204.41	Climate action projects
<b>2020 TE&amp;CP Grant balance</b>	119.70	For litter-picking the Estuary Foreshore
<b>VAT</b>	<b>-8809.98</b>	Balance of VAT payments & receipts
<b>TOTAL</b>	<b>161324.59</b>	

### 3. BANK RECONCILIATION (next page)

SIGNED

DATED 29.07.24

## Bishopsteignton Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/06/2024</b>			
	Cash in Hand 01/04/2024			154,767.42
	<b>ADD</b>			
	Receipts 01/04/2024 - 30/06/2024			50,122.74
				204,890.16
	<b>SUBTRACT</b>			
	Payments 01/04/2024 - 30/06/2024			31,281.27
<b>A</b>	<b>Cash in Hand 30/06/2024</b> (per Cash Book)			<b>173,608.89</b>
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2024	0.00	
	Current Lloyds TSB Treasury	30/06/2024	122,817.86	
	Lloyds Premier	30/06/2024	50,791.03	
				<b>173,608.89</b>
	Less unrepresented payments			
				173,608.89
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>173,608.89</b>
	<b>A = B Checks out OK</b>			

# Bishopsteignton Parish Council

8 July 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59	Fore St Toilets - Cleaning & M	01/06/2024		Current Lloyds TSB 1		Toilet Cleaning Contract	P. Walton	X	257.50		257.50
59	Lawns: Toilets & MUGA - Clear	01/06/2024		Current Lloyds TSB 1		Toilet Cleaning Contract	P. Walton	X	171.67		171.67
61	IT General Use	01/06/2024		Current Lloyds TSB 1		Website hosting	Dot Combo Ltd	X	50.00		50.00
60	IT General Use	01/06/2024		Current Lloyds TSB 1		Email hosting	Very Good Email Co	S	13.00	2.60	15.60
62	Burial Ground	03/06/2024		Current Lloyds TSB 1		Burial Records Admin	Melanie DEEKS	X	300.00		300.00
63	Street Furniture Maintenance R	03/06/2024		Current Lloyds TSB 1		Noticeboards	John Parkes	X	209.93		209.93
64	Playground Reserve	06/06/2024		Current Lloyds TSB 1		Playground Maintenance	HUCK Nets UK Ltd	S	79.16	15.83	94.99
65	D-Day 80th Anniversary	07/06/2024		Current Lloyds TSB 1		Expenses	James Day	E	46.17		46.17
66	Lawns Toilets & MUGA - Utilitie	10/06/2024		Current Lloyds TSB 1		Utilities	South West Water Ltd	X	25.26		25.26
67	Fore St Toilets - Utilities	11/06/2024		Current Lloyds TSB 1		Utilities	British Gas	L	29.47	1.47	30.94
68	Admin Costs	12/06/2024		Current Lloyds TSB 1		BPC Mobile Phone contract	EE	S	17.00	3.40	20.40
69	Lawns Toilets & MUGA - Utilitie	14/06/2024		Current Lloyds TSB 1		Utilities	Octopus	X	13.93		13.93
70	Burial Ground	17/06/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	534.00	106.80	640.80
71	BCC Rent & service charge	17/06/2024		Current Lloyds TSB 1		Office Rent	Bishop CC	X	237.20		237.20
70	Green Spaces Contract	17/06/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	695.00	139.00	834.00
70	St John's Churchyard	17/06/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	417.00	83.40	500.40
70	P3	17/06/2024		Current Lloyds TSB 1		Greenspaces Contract	BGS Ltd	S	50.00	10.00	60.00
72	Net Salary	24/06/2024		Current Lloyds TSB 1		Clerks Salary	Mrs. K Ford	X	1,703.49		1,703.49
74	Employee Tax	24/06/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	220.80		220.80
74	Employee NIC	24/06/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	88.37		88.37
73	Employee Pension	24/06/2024		Current Lloyds TSB 1		Pension Contributions	DCC Pension Fund	X	139.92		139.92
73	Employer Pension	24/06/2024		Current Lloyds TSB 1		Pension Contributions	DCC Pension Fund	X	471.42		471.42
74	Employer NIC	24/06/2024		Current Lloyds TSB 1		Tax & NICs	HMRC	X	192.45		192.45
<b>Total</b>									<b>5,962.74</b>	<b>362.50</b>	<b>6,325.24</b>

Bishopsteignton Parish Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
16	Night Landing Site	04/06/2024		Current Lloyds TSB T		Donation	Linda Bond	X	500.00		500.00
17	Grant Awards 24-25	04/06/2024		Current Lloyds TSB T		Grant - balance returned	BVF Committee	X	143.69		143.69
18	Unrestricted Reserves & Contin	10/06/2024		Lloyds Premier		Bank Interest	Lloyds	X	57.82		57.82
19	MUGA Income & Resurfacing R	17/06/2024		Current Lloyds TSB T		MUGA Hire	Stripe	X	3.38		3.38
20	Burial Ground	24/06/2024		Current Lloyds TSB T		Cemetery Fees	Gaye Rosa DYSON	X	1,000.00		1,000.00
								<b>Total</b>	<b>1,704.89</b>		<b>1,704.89</b>

Bishopsteignton Parish Council  
The Community Centre  
Shute Hill  
Bishopsteignton  
United Kingdom  
TQ14 9QL

Your Account

**Sort Code** 30-96-06  
**Account Number** 02377021

TREASURERS ACCOUNT

01 June 2024 to 30 June 2024

<b>Money In</b>	£1,647.07	<b>Balance on 01 June 2024</b>	£127,496.03
<b>Money Out</b>	£6,325.24	<b>Balance on 30 June 2024</b>	£122,817.86

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Jun 24	P. WALTON	SO		429.17	127,066.86
03 Jun 24	VERY GOOD EMAIL CO	SO		15.60	127,051.26
03 Jun 24	JAMES C HOOPER	SO		50.00	127,001.26
03 Jun 24	MJD ADMINISTRATIVE 400000001365055636 BPC	FPO		300.00	126,701.26
03 Jun 24	JOHN PARKES 300000001363646481 BPC INV	FPO		209.93	126,491.33
04 Jun 24	L BOND AIR AMBULA DONATIO 200000001356838403 309606	FPI	500.00		126,991.33
04 Jun 24	BISHOPSTEIGNTON VI BISHOP MAKE DONATE	FPI	143.69		127,135.02
06 Jun 24	HUCK NETS UK LTD 500000001362604734 8229	FPO		94.99	127,040.03
07 Jun 24	JAMES DAY 300000001366456819 BPC	FPO		46.17	126,993.86
10 Jun 24	SOUTH WEST WATER 2508290001	DD		25.26	126,968.60
11 Jun 24	BRITISH GAS BUSINE 603780315180123000	DD		30.94	126,937.66
12 Jun 24	EE LIMITED Q05317662526724865	DD		20.40	126,917.26
14 Jun 24	OCTOPUS ENERGY A- E1E6C5FB-002	DD		13.93	126,903.33
17 Jun 24	BGS	SO		2,035.20	124,868.13
17 Jun 24	BISHOP COMM CENTRE	SO		237.20	124,630.93
17 Jun 24	STRIPE PAYMENTS UK STRIPE PH737VTI1HM15VJB00 200000	FPI	3.38		124,634.31

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-96-06  
Account Number 02377021

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 Jun 24	G DYSON PLOT RC091 400000001378276351 308467	FPI	1,000.00		125,634.31
28 Jun 24	KIM FORD	BP		1,703.49	123,930.82
28 Jun 24	DCC PENSION FUND	BP		611.34	123,319.48
28 Jun 24	HMRC - ACCOUNTS OF	BP		501.62	122,817.86

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



Transaction Date	Sort Code	Account Number	Transaction Description	Credit Amount	Balance at 30.06.24
10/06/2024	30-96-06	7735872	INTEREST (GROSS)	57.82	<b>50791.03</b>
09/05/2024	30-96-06	7735872	INTEREST (GROSS)	54.15	50733.21
09/04/2024	30-96-06	7735872	INTEREST (GROSS)	52.29	50679.06
11/03/2024	30-96-06	7735872	INTEREST (GROSS)	55.84	50626.77
09/02/2024	30-96-06	7735872	INTEREST (GROSS)	55.77	50570.93
09/01/2024	30-96-06	7735872	INTEREST (GROSS)	52.12	50515.16
09/12/2023	30-96-06	7735872	INTEREST (GROSS)	57.45	50463.04
09/11/2023	30-96-06	7735872	INTEREST (GROSS)	55.59	50405.59
09/10/2023	30-96-06	7735872	INTEREST (GROSS)	46.31	50350.00
11/09/2023	30-96-06	7735872	INTEREST (GROSS)	46.95	50303.69
09/08/2023	30-96-06	7735872	INTEREST (GROSS)	37.15	50256.74
10/07/2023	30-96-06	7735872	INTEREST (GROSS)	34.10	50219.59
09/06/2023	30-96-06	7735872	INTEREST (GROSS)	31.95	50185.49
09/05/2023	30-96-06	7735872	INTEREST (GROSS)	28.50	50153.54
11/04/2023	30-96-06	7735872	INTEREST (GROSS)	31.70	50125.04
BALANCE B/F at 01.04.23					50093.34

# GRANT APPLICATION FORM FY 2024-25



<b>1</b>	<b>ORGANISATION DETAILS</b>				
Name:		Bishopsteignton Village Festival Committee			
Registered Charity:		YES		<b>NO</b>	<b>X</b>
If YES please provide charity number:					
<p>What does your organisation do?</p> <p><i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Membership numbers, area served, etc.</i></p>		<p>We are a non-profit making Village Group who, for the past 11 years, has put on a biennial Festival on the Village Green for the benefit of all residents of Bishopsteignton. We work closely with the Primary School to provide workshops for all ages of pupils and adults too. We bring the community together by providing a Senior Tea Party, hiring Minibuses to enable all ages and mobility to be able to travel to and from the Village Green. There is musical entertainment plus various food outlets and a bar. We invite all the Village Societies to have a stall on the main day (Saturday) and put on a very entertaining Dog Show.</p> <p>We have to regularly raise funds in order to hold this Festival, which costs approximately £18,000 to put on. Fund-raising includes our very popular Christmas Market which is held every November at Humber Farm. We also hold a Summer Event each alternate year. These further Events, as well as raising much needed funds for the Festival, are also further opportunities to bring the whole Community together at different times of the year.</p> <p>On Saturday 23<sup>rd</sup> November we will be holding our Annual Christmas Market at Higher Humber Farm. Aside from the many various Stalls selling a variety of gifts, there will also be BBQ food for sale as well as refreshments. And, of course, a visit from Santa Claus! We will be providing 2 Minibuses that will be running between the centre of the Village and the Farm on a half hourly basis ensuring the Market is accessible for everyone of all ages and mobility.</p>			
<b>2</b>	<b>CONTACT DETAILS</b>				
Primary contact name:		Carolyn Andrews			
Position in organisation:		Treasurer			
Contact telephone:		07837 075223			
Contact email:		candrews57@hotmail.com			
<b>3</b>	<b>DETAILS OF GRANT REQUEST</b>				
What is the intended use of the grant?		<p>We have to hire 2 Minibuses for the Christmas Market (approximate cost of £700) to ensure that everyone has access to Higher Humber Farm. The Minibuses run on a half hourly basis between the centre of the village and the Farm ensuring everyone of all ages and mobility has the opportunity to visit the Christmas Market and be part of our highly successful annual event.</p>			

## GRANT APPLICATION FORM FY 2024-25



	<p>We have also recently purchased a new BBQ, to replace a very old one of 12 years old, at a cost of £650. This was used last Sunday at ‘Summer Sounds’ and will be used at the Christmas Market and 2025 Festival, and at all other future Events going forward.</p> <p><b>Any grant that the Parish Council could generously donate to us would go towards the cost of the Minibuses at the Christmas Market.</b></p>	
How would this benefit the Parish?	<p>The Christmas Market is a highly popular annual Event which is now in its 11<sup>th</sup> year. Due to the supply of the Minibuses, accessibility is available to everyone in the village regardless of age and mobility. We feel this is a vital part of the Bishopsteignton Village Committee ethos of inclusion for all Events we put on.</p> <p>We are also always willing to loan our equipment to other Societies within the Village such as: Marquees/BBQs/tables &amp; chairs at no cost in order to enable the bringing together of everyone in the Village through the different Societies. This will certainly be the case with our new BBQ.</p>	
What is the total cost of the project?	<p>The Christmas Market costs the Committee approximately £800 to put on, not including the cost of the new BBQ.</p> <p>Summer Sounds 2024 cost approximately £1000 to put on which included the cost of First Aid cover, hire of Toilets and purchase of new BBQ.</p>	
How much are you applying for from BPC?	£500	
What other fundraising will your organisation be carry out?	<p>Last Sunday we held ‘Summer Sounds’. A musical afternoon on the Primary School’s Playing Fields for all residents of Bishopsteignton to enjoy the variety of brilliant musical talent the Village has to offer. We also provided a BBQ and Bar so that refreshments for everyone were available.</p> <p>We are holding an Auction/Raffle of Experiences (kindly donated by various residents within the Village) sometime in the Autumn.</p>	
Have you applied for funds from other sources? <i>If Yes please give details</i>	No	
<b>4 PAYMENT DETAILS</b>		
Bank Details:	<p>Bank: Lloyds Bank PLC</p> <p>Account name: Bishopsteignton Village Festival</p> <p>Eight digit Account Number: <u>  37823360  </u> _ _ _ _ _</p> <p>Six digit Sort Code: <u>  30  </u> / <u>  90  </u> / <u>  89  </u> _ _</p>	
<b>5 CERTIFICATION</b>		

## GRANT APPLICATION FORM FY 2024-25



I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Bishopsteignton Parish Council.

Signed: *Carolyn Andrews*

Date: 15.07.24

If your application is successful the Parish Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in BPC Grant Awarding Policy.

BE  
18-6-24



Airband Community Internet Ltd  
205 Punter Way  
Stonebridge Cross  
Droitwich  
Worcestershire  
WR9 0JW  
Company No. 07134545

☎ 01905 676 121  
✉ south.pnt@airband.co.uk  
www.airband.co.uk

PUBLICITY FOR PROPOSED  
**telecommunications  
development**

Airband are an internet service provider who have been commissioned by local county councils to construct a new **ultrafast fibre network in your area.**

The build is focused on **bringing speeds of up to 300Mbps** to areas where fibre connections are not available, and as such, we are building near you.

In order to keep disruption to a minimum, we aim to use existing Openreach infrastructure wherever possible. However, where there are gaps in their infrastructure we look to install new apparatus to infill to ensure that we can offer a service to as many people as possible, and as such, **we require to install a new pole in this location.**

Town and Country Planning (General Permitted Development) Order 2016 (amended) (England) and The Electric Communications Code (conditions and restrictions) Regulations 2003 (amended).

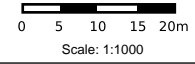
Proposed installation consisting of new telegraph pole for the provision of FTTP.

Located at **Rd from Colyton Cross to Cannock Green**

Project Reference: **WP3686**      **290332**  
**074015**

Airband Community Internet plc hereby gives notice that they intend to install a pole(s) pursuant to the Town and Country Planning (General Permitted Development) Order 2016 (amended) (England) and The Electric Communications Code (conditions and restrictions) Regulations 2003 (amended).

Here at Airband we are always happy to discuss the installation of our apparatus to ensure that everyone's voices are heard. To please get in contact if you have any queries.





# BISHOPSTEIGNTON PARISH COUNCIL

Community Centre, Shute Hill, Bishopsteignton, Devon TQ14 9QL

**Parish Clerk:** Kim Ford

**Email:** [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk)

**Mobile:** 07483 149812

**23 July 2024**

To: Airband.

Sent by email: [south.pnt@airband.co.uk](mailto:south.pnt@airband.co.uk)

Cc: [complaints@airband.co.uk](mailto:complaints@airband.co.uk)

Re: Proposed Pole at "Road from Colway Cross to Clanage Cross."

Project Reference: WP 3686 290332 074015

Dear Airband,

I am writing on behalf of Bishopsteignton Parish Council to register its opposition to the siting of the proposed pole at Clanage Cross in Bishopsteignton.

This particular location provides one of the most dramatic views of the Teign Estuary and the surrounding area, as you enter the village of Bishopsteignton from the north. Indeed, this view is seen as so much a part of the village's heritage that it is specifically referred to in the Bishopsteignton Neighbourhood Plan as warranting protection. <https://www.bishopsteignton-pc.gov.uk/wp-content/uploads/2018/07/BNDP-17-33-MADE-171031.pdf>

Whilst Bishopsteignton residents may benefit from improvements in communication it should not be at the cost of assets such as this. If Airband is committed to bringing fast speeds to remote and rural areas, the individual qualities of those areas should also be recognised.

We have been made aware of much upset this is causing in the village and we fully support the residents in their opinion; that this view should be protect and the proposal is inappropriate.

I should be grateful if you would indicate what scope you have to review the proposed location of this pole, so any visual impact is minimised and limited.

I look forward to hearing from you in due course.

Yours sincerely

Kim Ford  
Clerk to Bishopsteignton Parish Council



# BISHOPSTEIGNTON PARISH COUNCIL

## Appendix I for 29.07.24

### Clerks Report – Future Meeting Dates & Frequency

#### Background

In municipal year 2023-24 Bishopsteignton Parish Council trialled holding its full council meetings less frequently than previously. Prior to this a full council meeting was monthly and usually on the first Monday of each month, subject to bank holiday.

At the February Full Council meeting it was agreed this had worked well, especially for the clerk and distribution of workload; the council's decisions and action were still achieved in an efficient and timely way. Therefore, a schedule of meeting dates with a similar frequency was set for 2024-25; we are working to this now. However since this a suggestion has been made that the schedule is confusing as Full council meetings could be at any time of any month and that perhaps as an alternative to the randomness we might adhere to the first Monday of every other month, to create a more consistent flow through the year and ensure both councillors and members of the public know that a Parish Council meeting is always at the beginning of a month.

#### The current schedule of the 10 Full Council meetings for the remainder of 2024-25

(grey have taken place). As you can see the dates are all over the month.

MEETING DATE	EXPECTED BUSINESS FOR AGENDA
Monday 15th April IN LUTON	Acknowledge BPC Annual Statement of Accounts before submission to Internal Auditor.
Tuesday 28th May	To elect Chair & Vice Chair, set committees and their membership. Acknowledge the code of conduct. Adopt latest Standing Orders, Financial Regulations, Risk Assessment, etc.
Tuesday 28th May	Acceptance and signature of Annual Governance & Accounting Return (AGAR) before submission to External Auditor (if internal audit complete).
Monday 29th July	
NO MEETINGS IN AUGUST	
Monday 9th September	
Monday 21st October	
Monday 2nd December	
Monday 13th January	Receive recommendations from the BPC Finance Committee for a budget & precept for FY 2025-26.
Monday 24th February	Receive and process nominations for Bishopsteignton Community Recognition Awards.
Monday 31st March	Last meeting of the FY or possibly Annual Parish Meeting?

#### PROPOSED ALTERNATIVE, for the remainder of this FY.

Monday 29th July
Monday 2nd September
Monday 4th November



<b>Monday 6th January</b>	Receive recommendations from the BPC Finance Committee for a budget & precept for FY 2025-26.
<b>Monday 3rd March</b>	Receive and process nominations for Bishopsteignton Community Recognition Awards.

**Other decisions... to start 2025-26?**

This frequency may be slightly increased as these meetings must take place at these times.

<b>Monday 7th April?</b>	Annual Parish Meeting, with award ceremony. Must occur between 1 <sup>st</sup> March and 30 <sup>th</sup> June. Cannot include regular PC business, such as accounts.
<b>Tuesday 6th May?</b> Monday 5 <sup>th</sup> is a bank holiday	Annual Meeting of the Parish Council Must occur in May. If this could be later in the month (although I realise this goes against the principle of 1 <sup>st</sup> Monday) the accounts will be ready, and we wouldn't need a meeting in June.
<b>Monday 2nd June?</b>	Only required if accounts cannot be processed in May.

**RESOLUTION**

Please consider the dates suggested above. Resolve to accept the alternatives or stick with the current schedule.

Also, consider and agree dates for the meetings in early 2025-26 which have restrictions.

Kim Ford  
Clerk to the Council



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Also, consider and agree dates for the meetings in early 2025-26 which have restrictions.

Kim Ford  
Clerk to the Council



**CLERKS REPORT OF GENERAL UPDATES 25.07.24**

**GENERAL ADMINISTRATION/GOVERNANCE**

**AUDIT OF 2023-24 ACCOUNTS:** The Annual Governance & Accountability Return was submitted to the external auditor after the May Full Council meeting where it was ratified and signed. The period for the exercise of public rights to inspect accounts is now open, closing on Friday 9<sup>th</sup> August. The external auditor will be touch is they have any queries which I will then process. Usually, accounts are finalised and signed off by the external auditor by the end September.

**BISHOPSTEIGNTON COMMUNITY CENTRE:** There are various ideas being explored mostly involving the management committee, supporting groups and regular tenants. These surround methods to increase hire, community use and awareness as well as raise funds and grants to complete essential maintenance for the building's longevity.

Both myself and Cllr. Merritt are involved and will report back as opportunities to support the centre arise.

**SCOUTS HQ/COMMUNITY HUB @ The Lawns:** Mrs. Cawthraw, as Chair of Bishopsteignton Scout, has been extremely persistent and active in pursuing Teignbridge District Council for a resolution relating to the restrictive stipulation on the transfer deed for the land. The latest response, from Councillor David Palethorpe, Executive Member for Estates, Assets, Parking and Economic Development, advises "The Teignbridge District Council legal department will in due course present a detailed report on whose receipt I will as the responsible Portfolio Holder be required to reach a decision whether to agree or disagree with the recommendation contained within the report."

Furthermore, he states "I fully understand your frustration at the length of time this has taken to be brought to a conclusion and regret that I do not have a timeline for when the report will be available and but can assure you, I will pursue this as a matter of urgency with officers to bring this issue to a speedy resolution."

**TEIGNBRIDGE LOCAL PLAN: Local Plan Examination** – Your Planning Committee at its meeting held 22.07.24 unanimously agreed to appoint voluntary representative Mr. Chris Grimshaw to make a representation on behalf of the Parish Council at the upcoming examination hearing. This has been confirmed to Teignbridge District Council officer responsible for managing the hearing and in constant consultation with the inspectors. The next step is to submit a subsequent written statement on behalf of the Parish Council however this must not repeat any of the issues already raised. Chris has thoroughly reviewed the representation analysis which is made up of consultation response comments from residents and the repose from TDC. He has prepared a draft proposed additional statement using our initial statement and is made up of rebuttals to TDC comments to the representations. This has been circulated to BPC Planning Committee members for their comments. If acceptable it shall be submitted to TDC. Chris intends to attend the first few days of the hearing, followed by session relating to Homes and Other Site Allocation, later in October and November.

**CONTRACT OF EMPLOYMENT:** A new model of the employment contract has just been published. This will be more in line with the latest employment law and your statutory requirements as an employer. This will apply to any new contract of employment i.e. new staff. It is not necessary to change existing contracts of current staff, i.e. me! However, changes can be made in consultation so I will prepare are report of recommendations for a future meeting of the full council. When the matter is to be discussed I would suggest it is done without press and public present.

**CIVILITY & RESPECT PROJECT & PLEDGE:** <https://www.nalc.gov.uk/our-work/civility-and-respect-project> Once the Strategy & Governance Committee have completed a review of policies this opportunity can be considered by this committee.

## CLERKS REPORT Cont'd - GENERAL UPDATE 25.07.24

**BISHOPSTEIGNTON EMERGENCY RESILIENCE:** Now we have a few more members I need to arrange a meeting to review where we are with supplies, volunteers, and the plan itself. To be arranged.

**BURIAL AUTHORITY/CEMETERY RECORDS ONLINE MANAGEMENT:** Mrs. Melanie Deeks, a Bishopsteignton parishioner, has continued uploading the burial records into the digital system, Scribe. I have met with her regularly to ensure good progress. All payments to come from the burial account for her work. Mel is also stood in as Burial Clerk during my annual leave this summer and was great at covering this role. She is holding off further updates until the Asset Management Committee can consider how much more is required. To be discussed.

**Delivering Rural Affordable Housing** –The next step for Bishopsteignton is to get our 2018/19 Housing Need Survey redone and the report updated accordingly. This will also be necessary for when we review the Bishopsteignton Neighbourhood Development Plan. So, I have requested a quote from Devon Communities Together who carry out this work, they will provide this in time for the 2025-26 budget.

### PARISH ASSET MAINTENANCE

**Bishops Avenue Car Park Railing damage – Insurance Claim:** The insurance payout has been made and SM engineering appointed to fabricate and fit a sturdier replacement railing. Installation is due in August, to be confirmed. A 50% deposit has been paid from the claim money, the balance shall be taken from the remaining claim money and topped up using the DCC grant for taking on the car park.

**Parish Noticeboards** – Another group of assets for which the condition is regularly assessed and every few years requires some attention. John Parkes has recently refurbished the boards from Fore Street and The Village Green. I will claim S106 or CIL for this work as no budget was set or reserve available, to be rectified for future budgets.

**Weeding throughout the Parish** – Following the need to attend to this ourselves, Devon Highways stating they are no longer routinely clearing weeds, I will continue to instruct various contractors to tackle different areas as they arise. Most work will be responsive to reports/complaints rather than planned. For this we'll be using money from the new budget heading set as part of the 24-25 budget. Due to the time-consuming and constant nature of this work, the use of a non-chemical weed control product is being trialled. It shall only be administered once pollinator friendly weeds have flowered. It shall be administered using a spray wand to ensure accuracy. Dead weeds will be removed approximately a week later to keep the area looking tidy.

Currently there is no one carrying out these tasks, and as a result the village is looking particularly messy. Local contractor John Hingston is taking this on, from w/c 5<sup>th</sup> August. Starting with the worst parts, being Shue Hill, Church Road & Fore Street. John H will also be taking over from John P as sexton for the parish Cemetery.

**Cemetery** – Ongoing tasks:

- **Improve plot marking** – to ensure straight rows and correct numbering. This has been considered and action is planned although not yet taken. Diagrams of the plots are being prepared.
- **Memorial Trees** – over the past few years various native trees have been added, as memorials. The space for new trees in the cemetery is becoming limited, so any requests will be directed to The Lawns, if acceptable to the donors.
- **Ragwort:** It has been brought to my attention that there is an abundance of ragwort in the wild area in the cemetery. Having discussed this with an ecologist it is not a problem as it is only harmful to grazing animals such as horses and the landowner has not obligations to manage it. However, we might benefit from removing some of the plants, before they go to seed. Someone has volunteers to do this, so I will liaise with them.

## CLERKS REPORT Cont'd - GENERAL UPDATE 25.07.24

**War Memorial** – As thanks for the financial support it was agreed a small sign be erected by the War Memorial to state the project had been supported by Bishopsteignton Heritage, with a QR code to their website. Clerk to arrange. No action taken yet.

**Benches** – still waiting for the Kings coronation bench to be installed at The Lawns; just need to meet with the contractor.

A further memorial bench for the lawns has been order. This is a round picnic style in blue with a memorial engraving. It will be positioned near the bottom, closer to the road and straight orchard. Awaiting delivery.

**Night Landing Site (Lighting Mast) at Michaels Field** – Recently, Linda Bond has made a donation from the money she collects selling books and plants on Shute Hill. £500 was added to this reserve, for future maintenance.

### Playgrounds:

- **The Lawns** -Faulty wet pour surfacing, has been repaired recently. Awaiting contractor to repair and replace the basket swing using the repair kit purchased. If successful these actions will have saved a much larger expense to replace the whole unit.
- **Official Opening of New Equipment:** Poster circulated recently, please spread the word. A Valencia Trustee and his wife will be attending. I have arranged a face painter and ice cream van, as well as Hope Coffee van. Hopefully many of you can attend to hear from the users of the playground.
- **Cockhaven Close** – Following emergency works carried out by SWW in June the ground needs attention. Either by SWW or a local contractor. To be considered by HM & RG following a site visit, with recommendations to AMC.
- **Trees at Cockhaven Close, from FP19:** If you have walked this way you will have seen that the tree, mostly coming from the grounds of Bishopsteignton School are very overgrown and invading the footpath and playground. This has been raised with the school and they are fully aware. They are unable to act until their new fence is erected (now/soon). It is hope they will appoint a contractor to tackle the trees before the start of the new school year. I will chase if not action is taken by the end of August.

**BPC Car Parks** – The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action has been taken yet.

### MUGA :

- **Weeds** - We shall continue to monitor overgrowth from around the outside of the court to ensure it is maintained as and when required. Whilst this may not be the best action for biodiversity, we have a responsibility to look after the asset. Biodiversity can be and is often encouraged in other locations, and BPC should continue with this as well as good maintenance of the MUGA.
- **Pay to Play & group hire of the MUGA** – I have registered the two tennis courts with the LTA, this is FOC for the first season and approx. £120 pa thereafter. This gives us access to a pay to play online booking and charging facility when courts may be booked by the hour and paid for with a credit card. Several regular users will still book and pay through me, including the Chudleigh Canons Netball team, and Teignmouth Tennis Club; the later now consider the MUGA it's new home and will regularly play across the year. Booking can be found here on the LTA website, please note there are some errors in the listing and the pricing, I'm working on it!

[https://www.lta.org.uk/play/book-a-tennis-court/courts/bishopsteignton-parish-council\\_191fed43-927e-49c5-8999-029751a0b6b8/](https://www.lta.org.uk/play/book-a-tennis-court/courts/bishopsteignton-parish-council_191fed43-927e-49c5-8999-029751a0b6b8/)

To make this fair the gates will need to be locked and an access code provided on receipt of payment. There will be times when the court is FOC but booking will still be required to gain access.

## CLERKS REPORT Cont'd - GENERAL UPDATE 25.07.24

This should help deter vandalism and antisocial behaviour in the future. However, finding the best locking system is proving harder than expected, so this is still work in progress.

Locking system still not resolved or implemented. Proving difficult, due to a lack of knowledge on my part, any help greatly appreciated.

- **Future Maintenance** – The association will give us greater opportunity for funding for improvements to the courts and guidance on best practice, etc. We are encouraged to run a building reserve, taken from hire fees and precept to allow for better future maintenance of the facility.
- **Vandalism** – Since permanently dead-locking the toilet block there has been no further vandalism. The only key holders being the tennis club, the netball club and John from Hope Coffee. Sadly, no longer a facility for community use so will need to be funded using income from the MUGA and coffee van licence fee.

**Improvements at Fore Street Toilets** – At the December Full Council meeting the appointment of contractor was agreed. Tom, the decorator was scheduled to carry out this job in March however we found the walls too cold and damp; the paint would not have adhered properly. The work is being delayed awaiting better weather. Now arranged for him to visit in early September.

**Cockhaven Junction Enhancement** – Kate has added more plants and trees to fill the space and add structure. Her rates have increased but this is expected occasionally. She will continue to keep the area tidy, as much as wildlife friendly planting will allow, and add new substantial plants as she goes. There has been no further progress with a design or installation for Gill Greatorex. If a bench is wanted this may be added, but no further contact has been arranged.

### Public Rights of Way:

- **2023-24 Annual Condition Survey:** This was conducted by 1st Bishopsteignton Scouts on 28.01.24 including litter picking. BPC provided refreshments to the scouts taking part. Results yet to be submitted from which this year's grant will be allocated.
- **PROW Warden:** Sadly, the Warden for Bishopsteignton has now retired, before he left I was not able to get a response from him regarding the access issues at Stone Lodge, to The Lawns and vice versa. Awaiting a new appointment before this can be taken any further.

**New Trees @ The Lawns:** Several new trees have been planted at The Lawns, and wooden surrounds erected to protect the new tree Also includes piping as watering tubes.

To ensure the survival of these trees we will need to consider a method of watering them in the Spring and Summer for the next few years. I have discussed this provision with BGS as they have own to water containers and would happily take on this additional task/contract. Prices to be discussed in due course, as first they need a map of all trees which will need water to work out the price. The cost of this is already factored into the asset management budget for trees but if more money required it could be met by the Climate Actions grant.

**Defibrillators:** The new unit at Cockhaven Arms has been installed. This unit was provided by HLG, and the cabinet purchased using CIL. For Michaels Field the defib and cabinet were purchased using CIL. The license agreement has now been signed by both parties so access shall be granted to install. To be added to insurance policy.

Currently several of the units need attention, still functioning but have batteries and pads reaching the end of their expiry dates. Parts required total £416 which can be covered using the BPC reserve for defibrillators. There is fund raising ongoing to top up this reserve.

Thanks to councillor who offer to take on condition assessments of the units in our network. I shall be arranging a training session with the current volunteers at which units will be allocated to each of you.

**Interpretation Boards:** Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard, which sadly now do not show the correct logo or

## CLERKS REPORT Cont'd - GENERAL UPDATE 25.07.24

styling. Two new boards are now in place at The Parish Cemetery and The Village Green, funded by BPC, from the Burial Account for the former, and \$106 for the latter.

Further boards are anticipated at The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns, insurance cover, and the cost of each new installation, the capital cost of these will be met by BH.

**Radway Hill Garden:** I have recently been approached by Bishopsteignton Heritage about an idea to use the small garden at the bottom of Radway Hill as a memorial space for the late Phillip Coombe; as part of the wishes and intentions of the Molly Coombes estate. They would seek to either take ownership of the land, by transfer at a cost. Or we granted permission to install a memorial of some sort. At this stage there is nothing decided as to what their preference would be and when known it will need to be considered fully by BPC.

### CLIMATE & ECOLOGICAL ACTION

At a previous BPC meeting it was agreed the council should create a Biodiversity Action and Carbon Reduction Plan. I have begun work on a simple version for future reference. This will not be the more in-depth version hoped for involving co-ordination and input from an independent ecologist, or officers from TDC. Mainly as no working part has been formed of support offered.

To maintain a good working relationship with Sustainable Bishop and engage with this part of the community I am working with them to support relevant events and attending SB committee meetings.

### FOR INFO:

Having reviewed with Henry & Robert I am making several changes to my working hours to create a better work/life balance, for my health and sanity! I am no longer working for Kingsteignton Town Council. My working week will still comprise 25 hours.

To speak with me directly please phone: 07483 149812, 10am to 4pm on Tuesday, Wednesday & Thursday. I will be working at my desk from 12 noon on Monday until approximately 4pm, depending on preparation required for evening meetings, but not contactable on the phone.

I will also be at my desk from 9am to approximately 5pm on Tuesday, Wednesday and Thursdays, taking a short break for lunch when feasible. Any visits to the village on BPC business, for meetings with external contractors/contacts/parishioners will also take place during these hours.

Emails sent to the usual address, [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk), will be answered at any time during my new working hours, or as soon as practical.

If these changes cause any concerns to members, please discuss it openly at a full council meeting.

### FURTHER MEETINGS/EVENTS – FOR INFORMATION/TO BE ARRANGED:

- **Full Council Meeting:** Monday 29 July 7.30pm @ BCC
- **Planning Committee:** To be arranged, as required.
- **Asset Management Committee:** To be arranged, as required.
- **BPC Strategy & Governance:** To be rearranged, dependent on schedule of future full council meeting dates; to be discussed.
- **St Johns Fabric Committee:** TBC
- **PACT:** (Police & Community Together): There was one today! Future dates TBC.

*In case I have missed anything off this update report, please just ask!*

*Kim*